

**University of Maine at Machias
Request for Academic Forgiveness**

A student readmitted to UMM after a period of two or more years may choose to request grade forgiveness for all previous work done at the institution. To qualify, students must be matriculated and enrolled at the time of the request, and have completed at least 15 credits at the institution with a minimum GPA of 2.5 after the point of readmission.

If grade forgiveness is approved, the student retains past credits only for courses in which a grade of C- or higher was received. The effect of all prior quality points is nullified and the student's cumulative GPA is reset to zero. All prior grades earned continue to be displayed on the student's transcript, though they do not affect the student's cumulative grade point average.

- 1) The semesters to be forgiven must have been completed at least two (2) years prior to the student's return to UMM and any earned credits from that semester must not have been applied to a previously awarded degree.
- 2) The student has taken at least 15 credits at UMM since the point of readmission and earned a minimum GPA of 2.5 after the point of readmission.
- 3) The student is a matriculated undergraduate degree candidate when the forgiven semester is requested.
- 4) Forgiveness can only be provided for credits and grades earned at UMM.
- 5) Academic forgiveness can be declared only once.

No tuition or fee refunds shall be made.

Fill out the information below and return to the Registrar's Office.

Name: _____
(Please Print)

Date of Birth: _____ Major: _____

Semester **before which** all grades will be forgiven: _____

Note: the semester chosen will NOT be included in grade forgiveness.

In signing this form, I understand that for the semesters requested above, all grades and credits will remain on my transcript. However, I understand that I will lose credit for all courses passed with a grade below C- and that my grade point average will be set to zero at the end of the term before the one selected above. Academic forgiveness can be requested only once and is non-reversible.

Student's Signature: _____

Date: _____

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*Office use only:*

Approved:  Denied  Date: \_\_\_\_\_

Vice President for Academic Affairs \_\_\_\_\_